



DEPARTMENT OF CORRECTIONS  
Health Care Recruitment Unit  
2201 Broadway  
Sacramento, CA 95818

## **MEDICAL SECRETARY (Correctional Institution)**

### **FUNCTION OF POSITION**

Under general direction, incumbents serve in a secretarial capacity to a chief medical officer, or the head of a medical specialty to transcribe difficult medical dictation using a wide variety of technical medical terms, abbreviations, and reports; and to do other related work.

### **MINIMUM QUALIFICATIONS**

**Either I:** In the California state service, one year of experience performing the duties of a Medical Transcriber or Medical Stenographer.

### **OR II**

Three years of experience in typing and clerical work, at least two years of which shall have been in work of a medical nature requiring the transcription of dictation from a dictating machine on medical matters and the preparation of a wide variety of medical records, reports, histories, case summaries, physical examinations, autopsy protocols, clinical notes, correspondence and special forms. (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)

### **APPLICATION INFORMATION**

The Department application consists of the two (2) documents listed below. Additional information may be submitted but is not required. All forms must be completely filled out. Properly completed documents should be sent to the institution(s) for which you are applying. A list of institutional addresses is located on the California State Prisons Map included in this information package. Should you have any questions, please contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at [Health.Recruit@corr.ca.gov](mailto:Health.Recruit@corr.ca.gov).

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

### **SALARY RANGE**

Medical Secretary      \$2575 - 3129 per month

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) a salary differential, for extraordinary qualifications, and experience. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a “**Hiring Above the Minimum**” salary differential may be applicable.

**CONTINUED ON REVERSE**

[www.corr.ca.gov](http://www.corr.ca.gov)  
888-232-4584 Toll Free  
916-227-4646 FAX

**BENEFITS**

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$2400 annual Recruitment and Retention Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)
- Medical License renewal fee reimbursement (Actual Cost)
- Professional Dues Reimbursement (\$50 Maximum)
- Uniform Allowance
- Institutional Worker Supervision Pay Differential, up to \$190 per qualifying pay period
- Evening and Night Shift Differential Pay
- California Public Employees' Retirement System

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**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**